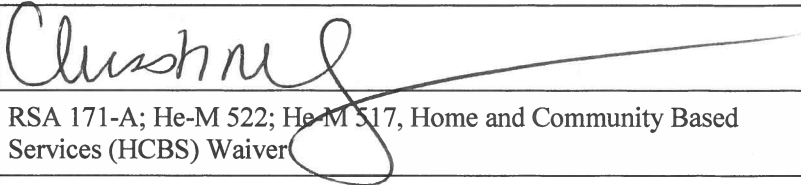


Policy Number	021
Policy Owner	Bureau of Developmental Services (BDS)
Policy Name	Waiting List Funds for Acquired Brain Disorder Services
From	Christine Santaniello, BDS Director
Administrator's Signature	
Regulatory and other Reference(s)	RSA 171-A; He-M 522; He-M 517, Home and Community Based Services (HCBS) Waiver
Approval Date	July 10, 2017
Effective Date	August 1, 2017
Revision History	N/A
Key Contact	BDS ABD Administrator, BDS Finance Administrator, BDS Liaisons

**Policy Statement:**

The Department of Health and Human Services (DHHS), BDS develops and maintains policies and procedures to outline the process for implementing BDS programs and services and ensure compliance with applicable federal/state laws, regulations and requirements, and to support the BDS mission and strategic planning goals.

**Purpose and Intent of Policy:**

The purpose of this policy and procedure is to set forth the criteria and procedure for the allocation and use of Waiting List (WL) dollars for those requested Acquired Brain Disorder (ABD) Services. The final authority and responsibility for approving funding requests related to the Wait List (WL) rests with BDS.

**Definitions:**

**Waiting List:** A listing of individuals maintained by the area agency (AA) in the WL Registry for those individuals who meet the criteria outlined in He-M 522, is eligible for NH Medicaid, and is able to begin with services immediately upon the allocation of funds. Unless otherwise directed by BDS, only individuals on the WL or Projected Services Need List (PSNL) are eligible to receive WL Funds.

**Projected Services Needs List:** A listing of individuals maintained by the AA in the WL Registry for those individuals who meet the WL criteria, but who are not ready to receive service, but will within the next four (4) years.

**Procedure for those requesting Acquired Brain Disorder (ABD) Services:**

1. The AA shall enter all of the required information into the Registry for each individual needing services and funding currently or during the next biennium.
2. The AA is expected to insure that the projected annualized cost estimates included in the WL Registry are informed by the results of evaluations (e.g., SIS, HRST, Risk Assessments, and START).
3. When Wait List funds are made available at the beginning of the fiscal year, the BDS will review the Waiting List Registry and determine funding priorities. When the BDS determines the funding priorities, s/he will communicate this to the AA's.
4. Statewide, all waitlist individuals are prioritized based on He-M 522 waitlist factors. If an individual/family/guardian decides not to use their allocated WL amount, or additional funds become available due to late starts, the unused funds shall be directed to others on the Registry.
5. In prioritizing the list of names, the AA shall insure that those who would meet the qualification criteria for Advance Authorizations (He-M 522) are designated as high priority for the available WL funds.
6. BDS will request that each AA identify the individual (s) from their waitlist most in need.
7. Based on the determination for each AA, the AA shall:
  - Document the assigned priority when it is completing the "Allocation Module" of the Registry,
  - Prioritize the list of names, the AA shall insure that those who would meet the qualification criteria for Advance Authorizations (He-M 522.13) are designated as high priority for the available WL funds, and
  - Not carve out certain individuals from the WL funds allocation process and "save" them as future Advanced Authorization requests.

8. A phone conference call is set up where each AA presents the individual(s) in need of WL funds. Once all individuals are presented the group identifies the individual(s) to be funded until all available funding is allocated. BDS retains final approval of funding.
9. Once the AA receives approval for their WL plan from BDS, the AA shall prepare the Prior Authorization (PA) packets as outlined in the PA policy. As noted in the policy, it is imperative that the AA submit PAs prior to the actual start of services. If an AA provides services without an approved PA it is at risk of the PA not being approved for the date services started and is at risk for non-payment for services provided. Furthermore, BDS reserves the option to take back funds for services for which there is no PA in place. These funds may be redirected to another AA for the purposes of serving other people from the WL.
10. The WL funds allocated to a specific individual shall be used within the designated fiscal year or within six (6) months of the future “requested date of service,” whichever is later.
  - Example: If an individual’s requested date of service is July 15, 2017, the Wait List funds must be used by June 30, 2018 (end of fiscal year).
  - Example: If an individual’s requested date of service is May 15, 2017, the Wait List funds must be used by November 15, 2017.
  - If any WL funds are not used during the applicable utilization period, as identified in item #6 above, the funds will be returned to BDS and BDS will assign the unused to serve someone on the WL. These additional funds are to be used for a person on the WL or PSQL.
11. When an individual is given WL funds his/her name shall be taken off the off the WL/PSNL at the time the funds are allocated to the individual.
  - Partial allocations for specific service categories should not be used, resulting in an individual’s name being kept on the list in spite of being given funds.
12. To assist BDS in providing reports to the Legislative Oversight Committee, the AA shall enter the following information into the Registry database at least monthly, ensuring that data is current on the last day of the month.
  - Dates when funds are assigned and the individuals names are taken off the list.
  - Dates when actual services are initiated.
13. The BDS Liaison will work with the AA on a regular, consistent basis to ensure the wait list data is current and accurate. The Liaison will communicate with the AA a minimum of monthly to review Wait List Registry and allocations.
14. If any WL funds become available as one-time savings (due to delayed start-ups, etc.), the ABD Services Administrator will work with the AA to determine if there is a need to provide temporary assistance (e.g., respite) to those who are in the Registry and not getting any Wait List funds.
  - Those who are given such one-time funds should remain on the list, as only those who receive annualized funds are taken off the Wait List/PSNL.